Scope:

This guideline applies to all South Metro Fire personnel who operate department vehicles.

Purpose:

This guideline is designed to ensure the readiness of emergency vehicles so that they are adequately fueled for emergency response. This guideline establishes a standard for which all personnel can follow so that department vehicles are ready to respond in any capacity.

Procedure:

1. Before any South Metro Fire Department vehicle reaches the ½ (one half) mark on the fuel gauge, the vehicle must be refueled. It is in the best interest of the department to refuel vehicles when returning from an emergency call or while out on other department details to conserve fuel and avoid extra trips to fuel facilities. However, the ultimate goal is to keep the vehicles fueled for maximum readiness for emergency situations. Every effort shall be made to keep vehicles above the ½ fuel gauge mark.

2. The facilities that South Metro Fire Department has contracted with for our fuel needs are accessible 24(twenty-four) hours a day. The two facilities we have access to are:

    *   **West St. Paul City Garage:** Located at 1645 Livingston Ave. in West St. Paul. All vehicles have fuel keys and all department personnel have been issued keys for this location. The system requires that both the vehicle and personal keys are used to access the fuel pumps.

    *   **South St. Paul Marathon Station:** Located at 1180 North Concord Ave. in South St. Paul. All vehicles have fuel cards to access the pumps at the Marathon Station. Receipts are to be retained and turned into administration.

3. Fuel keys and fuel cards are vehicle specific. Use only the cards and keys issued to that specific vehicle.

4. If there is not an opportunity to refuel the vehicle prior to change of shift, it is imperative that this information is communicated to the oncoming shift so that the vehicle is fueled per the guideline.